

Subcontractor Application for Payment Template

Company Name: _____

Project Name: _____

Application Number: _____

Date: _____

Business Information:

Subcontractor Name: _____

Subcontractor Address: _____

Subcontractor Phone: _____

Subcontractor Email: _____

Subcontractor Tax ID: _____

Project Information:

Project Name: _____

Project Address: _____

Contract Number: _____

Start Date: _____

Completion Date: _____

Payment Breakdown:

Description of Work	Scheduled Value	Work Completed (This Period)	Work Completed (To Date)	% Complete	Amount Requested
Item 1:					
Item 2:					
Total:					

Change Orders:

Change Order #1: _____

Description: _____

Amount: _____

Change Order #2: _____

Description: _____

Amount: _____

Total for Change Orders: _____

Retainage:

Retainage Percentage: _____

Retainage Held to Date: _____

Total Retainage Released: _____

Summary of Payment:

Description	Amount
Total Amount Earned (Work Completed)	
Change Orders (Approved)	
Total Retainage Withheld	
Total Amount Requested	

Certification and Approval:

Subcontractor's Signature: _____

Date: _____

General Contractor's Signature: _____

Date: _____

Comments/Notes:

Prepared by: _____

Approved by: _____

Date of Submission: _____